

Deputy Secretary for Administration

Mission

The Deputy Secretary for Administration's organizational function is to plan, coordinate, safeguard, and oversee the daily financial and administrative operations for the department; provide accountability through accurate reporting of revenues and expenditures; and provide quality and cost-effective information technology, systems, and human resources to support the overall DHHR mission statement.

Operations

Deputy Secretary's Office

- Oversee departmentwide review and evaluation of internal control functions and activities.
- Oversee departmentwide Health Insurance Portability and Accountability Act (HIPAA) compliance.
- Oversee departmentwide security efforts to ensure protection and safeguarding of assets.
- Coordinate and oversee the Single Audit resolution process.

Finance

- Provide financial, statistical, and other related consulting services, as requested, to assist DHHR managers with special studies, reports, and other matters relating to operations and performance.
- Assist DHHR commissioners, office directors, and program managers in the effective design, development, and testing of management information, reporting systems, and applications.
- Maintain and manage the electronic benefits transfer solution for food stamps and cash assistance checks.

Chief Budget Office

- * Provide high-quality, accurate budgetary services to the department.
- * Provide grants management services including application review, grant budget control, federal reporting, cost allocation, and cash management.

Office of Accountability and Management Reporting

- * Schedule and perform all mandated audits, and evaluation of financial data for the department.
- * Perform cost evaluations for rate setting and forecasting criteria to provide the department with quantitative data to make informed decisions and satisfy mandated requirements.
- * Provide compliance reviews and audits to ensure that grantees and subrecipients comply with federal, state and local rules, regulations, and guidelines for grants, awards, and other financial assistance.

Office of Accounting

- * Provide a high standard of accounting and reporting.
- * Develop and improve a plan of organization and all coordination methods and measures adopted to safeguard assets, check accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.

Management Information Systems

- Evaluate and initiate quality computer updates to provide reports and continue the necessary technological support to the secretary.
- Perform quality service and assure the department's continued services to its clients statewide.
- Provide technological support to all programs within DHHR including programming, personal computer and network implementation and maintenance, technology planning and purchasing, policy development and enforcement, and information security.

Deputy Secretary for Administration

Operations

Property Management

- * Leasing
- * Facility maintenance
- * Project, building, and security management
- * Shipping, receiving, and centralized warehousing
- * Parking coordination (Diamond Building, garage, and capitol complex assigned)
- * Asset management (inventory and real property management)

Purchasing

- * Process purchase orders under agency authorization limits.
- * Assist with and process requisitions to the Purchasing Division (Department of Administration).
- * Conduct training for all department staff involved in the procurement process.
- * Manage the department's use of purchasing card program.
- * Assist the department's staff in preparing contracts.

Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
EXPENDITURE BY PROGRAM					
Deputy Secretary's Office	3.00	\$5,770,231	\$1,305,740	\$1,303,680	
Finance	94.75	16,486,724	12,384,475	11,582,021	
Management Information Systems	60.00	6,438,788	7,072,362	7,025,690	
Operations	39.00	10,065,274	10,354,147	10,303,665	
Less: Reappropriated		(940)	(9,060)	0	
TOTAL BY PROGRAM	196.75	38,760,077	31,107,664	30,215,056	30,345,101
EXPENDITURE BY FUND					
General Fund					
FTE Positions		98.75	89.75	89.75	89.75
Total Personal Services		3,929,463	4,036,526	3,982,135	4,066,020
Employee Benefits		1,557,497	1,364,588	1,552,100	1,552,100
Other Expenses		11,543,660	9,792,758	9,117,562	9,117,562
Less: Reappropriated		0	0	0	0
Subtotal: General Fund		17,030,620	15,193,872	14,651,797	14,735,682
Federal Fund					
FTE Positions		59.50	69.00	69.00	69.00
Total Personal Services		3,123,837	2,426,728	2,354,343	2,397,844
Employee Benefits		1,236,370	1,545,407	1,553,679	1,553,679
Other Expenses		15,876,480	8,773,117	8,773,117	8,773,117
Subtotal: Federal Fund		20,236,687	12,745,252	12,681,139	12,724,640
Appropriated Special Fund					
FTE Positions		3.50	6.00	6.00	6.00
Total Personal Services		145,772	266,417	264,267	266,517
Employee Benefits		54,228	84,613	84,104	84,513
Other Expenses		940	94,060	85,000	85,000
Less: Reappropriated		(940)	(9,060)	0	0
Subtotal: Appropriated Special Fund		200,000	436,030	433,371	436,030
Nonappropriated Special Fund					
FTE Positions		32.00	32.00	32.00	32.00
Total Personal Services		830,218	1,166,701	1,147,396	1,147,396
Employee Benefits		478,948	454,665	447,837	447,837
Other Expenses		(16,396)	1,111,144	853,516	853,516
Subtotal: Nonappropriated Special Fund		1,292,770	2,732,510	2,448,749	2,448,749
TOTAL FTE POSITIONS BY FUND		193.75	196.75	196.75	196.75
TOTAL EXPENDITURES BY FUND		\$38,760,077	\$31,107,664	\$30,215,056	\$30,345,101

Programs

Deputy Secretary's Office

Mission

The Deputy Secretary's Office provides management, oversight, and leadership for the financial, operations, security, and information systems of the department. The deputy secretary and staff assure the coordination of these functions with the bureau programs to provide efficient services.

Goals/Objectives

- Reduce statewide Single Audit findings to 20 by FY 2007.

Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Single Audit findings*	25	25	25	23	21	20

* Single Audits are done for a fiscal year, but are not conducted until the following fiscal year.

Finance

Mission

Finance is responsible for planning, coordinating, safeguarding, and overseeing the daily financial operations for the various programs within the department.

Goals/Objectives

- Continue to streamline and improve the department's budgeting process to meet deadlines established by the State Budget Office.
- Develop formal training programs relating to budget, accounting, and grant issues for the department's program financial staff by FY 2007.
- Complete the implementation of a decision support system by FY 2007.
- Complete the implementation of the department's new grantee monitoring policy and guide by FY 2007.
- Strive for completion of provider cost reports within five months of receipt by the end of FY 2007.
- Seek to better understand and meet the reporting needs of the various programs within DHHR in a prompt and accurate fashion.
- Analyze the Public Assistance Cost Allocation Plan in accordance with recent changes in federal rules and regulations to find opportunities to maximize federal funding.
- Reduce Statewide Single Audit findings.
- Continue to train new staff to review DHHR federal grants and contract applications for compliance with financial and Code of Federal Regulations (CFR) guidelines.
- Find ways to prevent the perpetual turnover problems with the agency's federal grant reporting accountants, caused by the job classification and pay scale as related to the job responsibility.
- Continue to enhance payroll processing/reporting through simplification and automation.
- Seek ways to minimize the payment turnaround time that in turn will reduce the administrative distractions for the service providers and program managers.

Performance Measures

- ✓ Submitted for approval in FY 2005 the changes to the Public Assistance Cost Allocation Plan.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Federal grant reporting turnover*	1	3	N/A	3	2	0
Timeliness of completion of cost reports (in months)	N/A	N/A	N/A	7	6	5

* Federal grant reporting staff consists of seven positions.

Management Information Services

Mission

The Office of Management Information Services provides the leadership, innovation, and services to achieve efficient and effective technology solutions to meet the mission of DHHR.

Goals/Objectives

- Continue to expand current capabilities, and maintain a robust wide area network.
- Install a large scale virtual server consolidation solution with initial implementation by December 2005.
- Continue to enhance and implement new e-government services throughout the department.
- Continue with the implementation of time saving and productivity improvement tools throughout the department (e.g., videoconferencing and Voice over Internet Protocol telephony).
- Continually integrate and augment existing security applications and processes to enhance and improve technology security throughout the department.
- Continue to maintain and strengthen communication between all bureaus and offices relating to technology issues.
- Continue to aggressively evaluate various cost saving options in the use of technology.

Performance Measures

- ✓ Upgraded the Child Support On-line Support Collections and Reporting system (OSCAR) to allow clients to access their payment information by phone or via the Internet.
- ✓ Provided ability for DHHR clients to apply for assistance through the Internet.
- ✓ Expanded the DHHR network to include the state hospitals, providing a more secure and reliable system for the hospitals.
- ✓ Installed new servers in DHHR county offices, Women, Infants, and Children (WIC) offices, training center, and 15 local health departments.
- ✓ Fifty of the DHHR data circuits throughout the state were replaced with new data transport options such as digital subscriber lines, improving bandwidth, and reducing cost.
- ✓ Implemented a new backup system, allowing backup data from DHHR offices across the state to be processed to the tape library in the Office of Management Information Services data center, providing a faster and more reliable system.
- ✓ Created several on-line training courses for DHHR employees, covering aspects such as physical and information security, virus awareness, and mainframe navigation.
- ✓ Increased information security awareness throughout DHHR, including HIPAA security rule compliance.
- ✓ Assisted the Bureau for Medical Services with converting Medicaid processing from one system to another.
- ✓ Assumed responsibility of all telephone systems for DHHR.

Operations

Mission

Operations is responsible for providing services for the department in an effective and efficient manner to enhance the department's delivery of services and programs to its clients.

Goals/Objectives

- Revise and update the department's three-year facility plan for leased property.
- Establish an annual capital improvement plan that prioritizes the facility projects in a three-to-five year plan.
- Establish a three-year plan that addresses the use, retention, inspection, disposition, and/or upgrade of DHHR-owned properties leased or used by third parties.
- Develop a preventative maintenance plan for yearly inspections and repairs of DHHR facilities.
- Continue to maintain and modify standard purchasing procedures for the department via the Intranet.
- Continue to maintain a base level of operating knowledge throughout the department on the statewide purchasing system through refresher courses and training of new staff.
- Continue to maintain the purchasing card operation—226 cards issued as of July 1, 2005.
- Complete facility upgrades for Randolph, Hampshire, and Pocahontas.
- Award contract for evaluation and preventative program for the Diamond Building parking facility.
- Complete new carpet installation on the first floor and lower level at the Diamond.
- Start a systematic five year plan to paint all interior walls at the Diamond.
- Complete construction of William Sharpe, Jr., transitional buildings.
- Construct a storage building for the Office of Laboratory Services, and complete the demolition of two structures on site.

Performance Measures

- ✓ Completed construction of new county offices in Morgan and Hampshire counties.
- ✓ Moved the Hancock/Brooke community services staff into the new state office building in Weirton.
- ✓ Issued bonds for the purchase and renovation of a building for the new chief medical examiner facility.
- ✓ Completed all repairs of the Diamond Building caused by a water main break, and settled an associated insurance claim.
- ✓ Completed on-site visits for over 90% of the department's leased facilities.